



PHIL BREDESEN
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
DIVISION OF SPECIAL EDUCATION
7TH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0380

TIMOTHY K. WEBB, Ed.D.
COMMISSIONER

MEMORANDUM

To: Special Education Supervisors
From: Terry Long
Date: November 16, 2009
Subject: Instructions for December 1st Report Packet

Please carefully review the attached instructions for the completion and submission of the December 1st Report Packet. The December 1st Report Packet includes the federal Combined Table 1 and 3 Report and state October Court Report. All school districts must print the paper reports from EasyIEP or EasyCENSUS to verify, sign, and mail to this office. Do not alter counts on the reports generated in EasyIEP or EasyCENSUS by writing on the printed report. These reports are derived from the individual student data in EasyIEP. Any changes to the reports must be made by correcting individual student data entered in EasyIEP or EasyCENSUS by your district personnel. Run DRAFT versions of the reports prior to the deadline for mailing the FINAL signed report packet to the State. Check the reports to verify accuracy of these data. If the DRAFT reports are not accurate, individual student records must be changed in EasyIEP or EasyCENSUS prior to printing the FINAL report available on the Report Tab in EasyIEP/EasyCENSUS on December 15, 2009 for submission to the State.

After the required child counts are submitted to the U.S. Department of Education Office of Special Education Programs, the individual school system/agency counts cannot be revised upward. A copy of the December 1 data file must be maintained by the school system/agency for use in monitoring and census verification. Federal funds are generated from the data you submit for December, therefore, the accuracy of this report is of utmost importance. It is your responsibility to review the generated reports and ensure they are accurate. Data used for federal reporting purposes, determination of significant disproportionality, and inclusion in the State Report Card for your district will be isolated from EasyIEP/EasyCENSUS on Dec. 14th (6:00 PM Eastern).

Compare your December 1, 2009 count with your December 1, 2008 count for any significant discrepancies. Please note that the October Data Report should include information from October 1, 2009 (a "snapshot" count of student status on Oct. 1).

Your December 1st Report Packet (December Census/October Court reports) must be mailed (postmarked) by **Tuesday, December 29, 2009**. Please mail the original, signed report to the following address:

Terry Long, Director of Data Services
Division of Special Education
Department of Education
7th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0380

If you have questions related to December report content issues call Terry Long at (615) 532-3262. If you have any questions concerning the operation of the EasyIEP or EasyCENSUS, please post a message to the EasyIEP Message Board.

Enclosure

cc: Joseph Fisher
Nan McKerley

Management Consultants
Compliance Consultants

INSTRUCTIONS FOR COMPLETING DECEMBER REPORTS USING EASYIEP OR EASYCENSUS

Step 1: Update all student information in EasyIEP or EasyCENSUS.

Ensure that student data are accurate for Dec. 1st by December 14, 2009.

The **FINAL version of the Combined Table 1 & 3 Dec 1 Report (PDF)** will be automatically generated by PCG, Inc. and will be available on your district EasyIEP/ EasyCENSUS site on December 15, 2009. Run DRAFT versions of the reports prior to the deadline for mailing the FINAL report packet to the State. Check the reports to verify accuracy of the data. If the DRAFT reports are not accurate, individual student records must be changed in EasyIEP or EasyCENSUS prior to printing the FINAL report.

Step 2: On the Main Menu page, click on the School System tab.

Step 3: Click on the Reports tab.

All Federal, State, Local, and Miscellaneous Reports are located under the Reports Tab

The December 1st Report Packet for your district must include the following reports:

Federal Reports (shown in RED)	Report Date	Postmark Date
FINAL Combined Table 1 & 3 Dec 1 Report (PDF) (submit the PDF format document, not the .txt format)	12/01/2009	12/15/2009 to 12/29/2009

State Reports (shown in BLUE)	Report Date	Postmark Date
Status of Service (Court Report)	10/01/2009	12/15/2009 to 12/29/2009
Inappropriately Served (Court Report)	10/01/2009	12/15/2009 to 12/29/2009
Students Suspected of Being Disabled (NOTE: This report section must be completed manually. You can choose to use the form from EasyIEP or the one included in this form packet below.)	10/01/2009	12/15/2009 to 12/29/2009
TN Cover Page (One cover page for the Court Report and one cover page for the Federal Reports) OR You may use the report signature pages included in this packet. Select <u>one</u> type of signature page to include with your district report. DO NOT use both signature pages. These are the signature pages that must be signed by your district's Director of Schools.		

Step 4: Click on the circle next to the report you would like to create.

Step 5: Click on the “Create Report (will be saved for 5 days)” Button under the Reports List.

Step 6: Enter the appropriate report date (shown in the Report Date column above) and click Generate Report. The following message will appear on your computer screen after you click Generate Report:

Your report is number 1 in line for generation.

An e-mail will be sent to “your email address” when it is complete.

You will find your report in the Saved System Reports section at the bottom of the Reports page when it is completed

To view your report, click on the report after it appears in the Saved Reports section on your Report page in EasyIEP. Each report should then be printed. ***You must follow these same steps for all Reports except the “Students Suspected of Being Disabled” and the “TN Cover Page”. Please see Steps 7-9 for instructions for these reports.***

Step 7: Generate and review the DRAFT Combined Table 1 & 3 Dec 1 Report (txt) [text format] and Combined Table 1 & 3 Dec 1 Report – Details (student level details). Open these files as a spreadsheet using Microsoft Excel. Check these reports for error messages that alert you to student data errors in EasyIEP or EasyCensus. Correct all student data errors in EasyIEP or EasyCensus. Run the DRAFT Combined Table 1 & 3 Dec 1 Report (txt) again. If no student data errors are found, go to Step 8.

Step 8: After the final report is generated (the one to be submitted as the official report for your district), you should permanently save a copy on your computer for your district records. To save the report to your hard drive, move your mouse over the file you wish to save and right click the on your mouse. Then click on the option of “Save As” on the menu that appears on your screen. Save the file in the desired folder on your hard drive with the Report name and date you ran the report. (Example: Combined Table 1 and 3 Report 12-01-2009)

Step 9: Print and review the FINAL Combined Table 1 & 3 Dec 1 Report (PDF)

Step 10: Print and review the Status of Service Court Report

Step 11: Print and review the Inappropriately Served Court Report

Step 12: Print (or use the form supplied in this report packet) and manually complete the Students Suspected Being Disabled (part of the October 1 Court Report)

Step 13: Print (or use the forms supplied in this report packet) and sign the Court Report Cover Sheet and the Federal Report Cover Sheet

Step 14: Use the “Keep” feature on the Report page in EasyIEP to name and permanently store the final copies of all sections of the December 1 Report Packet for your district.

Step 15: Submit all sections of the December 1st Report Packet for your district signed, paper copies postmarked between December 15 and December 22, 2008. Send the signed original packet to the address in the memo above.

Date of Census: **October 1, 2009**

(School District Name)

Postmark Date: **On or before December 29, 2009**

CERTIFICATION

Students Suspected of Being Disabled

For each age please provide an unduplicated count of all persons who have been screened and referred for special education services but have not yet been evaluated.

Age	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							

For each age please provide an unduplicated count of all persons who have been evaluated for a disability but have not yet been determined to be eligible for special education services.

Age	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							

The above information is accurate and represents an unduplicated count of all persons in this agency who were **suspected** of being disabled

December 1, 2009 CENSUS
OF
CHILDREN AND YOUTH WITH DISABILITIES

Postmark Date: Between December 15, 2009
and December 29, 2009

Please return your district report to:

Terry Long
Tennessee Department of Education
Division of Special Education
7th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0380

The information provided on the following forms is accurate and documentation is available for review to support this data.

School District Name

**Superintendent/
Director of Schools
Signature**

Date

School District Number

**October 1, 2009 COURT REPORT
OF
CHILDREN AND YOUTH WITH DISABILITIES**

**Postmark Date: Between December 15, 2009
and December 29, 2009**

Please return your district report to:

**Terry Long
Tennessee Department of Education
Division of Special Education
7th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0380**

**The information provided on the following forms is accurate and
documentation is available for review to support this data.**

School District Name

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